

EEOC FORM
U.S. Equal Employment Opportunity Commission
FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT

715-01 Part A - D

For period covering October 1, 2005, to September 30, 2006.			
PART A Department or Agency Identifying Information	1. Agency		Department of Army
	1.a. 2 nd level reporting component		Army Material Command
	1.b. 3 rd level reporting component		U.S. Army Security Assistance Command
	1.c. 4 th level reporting component		
	2. Address		5701 21st Street, Bldg 216
	3. City, State, Zip Code		Ft. Belvoir VA 22060
	4. CPDF Code	5. FIPS Code	ARXP
PART B Total Employment	1. Enter total number of permanent full-time and part-time employees		433
	2. Enter total number of temporary employees		4
	3. Enter total number employees paid from non-appropriated funds		0
	4. TOTAL EMPLOYMENT [add lines B 1 through 3]		437
PART C Agency Official(s) Responsible For Oversight of EEO Program(s)	1. Head of Agency Official Title		Commanding General USA Security Assistance Command
	2. Agency Head Designee		Brigadier General Clinton T. Anderson
	3. Principal EEO Director/Official Official Title/series/grade		Terrian Hicks, Acting EEO Officer, GS-0260-14
	4. Title VII Affirmative EEO Program Official		Kimberly Green
	5. Section 501 Affirmative Action Program Official		Terrian Hicks
	6. Complaint Processing Program Manager		Kimberly Green
	7. Other Responsible EEO Staff		Kimberly Green - EEO Specialist
PART D List of Subordinate Components Covered in This Report	Subordinate Component and Location (City/State)		CPDF and FIPS Codes
EEO FORMS and Documents Included With This Report			
*Executive Summary [FORM 715-01 PART E], that includes:		*Optional Annual Self-Assessment Checklist Against Essential Elements [FORM 715-01PART G]	

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Brief paragraph describing the agency's mission and mission-related functions		*EEO Plan To Attain the Essential Elements of a Model EEO Program [FORM 715-01PART H] for each programmatic essential	
Summary of results of agency's annual self-assessment against MD-715 "Essential Elements"		*EEO Plan To Eliminate Identified Barrier [FORM 715-01 PART I] for each identified barrier	
Summary of Analysis of Work Force Profiles including net change analysis and comparison to RCLF		*Special Program Plan for the Recruitment, Hiring, and Advancement of Individuals With Targeted Disabilities for agencies with 1,000 or more employees [FORM 715-01 PART J]	
Summary of EEO Plan objectives planned to eliminate identified barriers or correct program deficiencies		*Copy of Workforce Data Tables as necessary to support Executive Summary and/or EEO Plans	
Summary of EEO Plan action items implemented or accomplished		*Copy of data from 462 Report as necessary to support action items related to Complaint Processing Program deficiencies, ADR effectiveness, or other compliance issues.	
*Statement of Establishment of Continuing Equal Employment Opportunity Programs[FORM 715-01 PART F]		*Copy of Facility Accessibility Survey results as necessary to support EEO Action Plan for building renovation projects	
*Copies of relevant EEO Policy Statement(s) and/or excerpts from revisions made to EEO Policy Statements		*Organizational Chart	

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EXECUTIVE SUMMARY

Organizational Info:

The U.S. Army Security Assistance Command (USASAC), traces its origins to the Army's technical service era, was designated a major subordinate command (MSC) of the U.S. Army Materiel Command (AMC) in 1975.

The mission of USASAC is to implement approved Army security assistance programs, including Foreign Military Sales (FMS) of defense articles and services to eligible foreign governments. The Command manages approximately 4,000 FMS cases valued at \$60 billion, as well as co-production of Army materiel. In addition, USASAC is responsible for Army security assistance information management and financial policy, and provides logistics guidance to the Army security assistance community. Today, the Command is responding to support of government emergency assistance, humanitarian relief, and operations other than war, including United Nations peacekeeping operations. USASAC's motto is "Strength in Cooperation."

In carrying out the Army security assistance mission, USASAC calls on all AMC MSC's, as well as other DOD agencies and industry for support. USASAC is responsible for life cycle management of FMS cases, from development to execution, financial management, accounting, and settlement. Each sale of equipment to overseas customers comprises the same "total package" of quality materiel, spare parts, training, publications, technical documentation, maintenance support, and other services that AMC provides to U.S. Army units.

Mission

On behalf of the Army Executive Agent, USASAC manages security assistance: Provides total program management, including planning, delivery, and life cycle support of equipment, services, and training to, and co-production with U.S. allies and international partners. Negotiates and implements co-production agreements. Serves as proponent for Army security assistance information management and financial policy. Provides logistics procedural guidance to the Army security assistance community. Supports U.S. Government emergency assistance, humanitarian relief and Operations Other Than War.

What we do

USASAC is committed to excellence in support of the total Department of State and Department of Defense Security Assistance mission. We are focused on the needs of our allies, friends, and international organizations, and strive to exceed their expectations in security assistance program management, and life cycle support. Individual and team efforts enable us to meet the requirements of our allies and friendly nations. We are an integral part of the Department of Defense security assistance team - a world class partner providing the best value in security assistance support.

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Location

USASAC headquarters is located on Fort Belvoir, Virginia. We employ 437 civilian employees in highly specialized occupations such as logistics, supply, and miscellaneous administrative programs.

Data Base Information:

The workforce data was obtained from the Defense Civilian Personnel Database System (DCPDS). In DCPDS, each civilian employee has a master record reflecting over 15,000 characters of data. The database contains current, projected, and historical position and employee personnel management data, such as education level, work experience, current grade and step, awards history, projected training requirements and completed training, etc. Although, applicant pool data is currently being captured, we are unable to access the data for statistical purposes.

The report covers 433 permanent full-time and part-time employees, and 4 temporary employees. This report does not cover 76 Foreign National Employees. This report uses the National Civilian Labor Force (CLF), occupational Civilian Labor Force (RCLF) and USASAC. The comparison tools are used according to the instructions and guidance within Management Directive 715-01 (MD-715).

Summary Workforce Analysis

During fiscal year (FY) 2006, there were 437 men and women employed by USASAC, a decreased of 28 from 465. Of those, 46.45% were men and 53.54% were women; the participation rate for women has decreased by 7.14%. Hispanic Males represented 1.6 %, 1.14% were Hispanic Females, 32.05% were White Males, 40.73% were White Females, 7.32% were Black Males, 6.86% were Black Females, 1.37% were Asian Males, 1.6% were Asian Females, 0.22% AI/AN Males, .45% AI/AN Females, 3.89% Two or more Males and 2.74% Two or more Females of USASAC's total workforce. Two or more category includes employees who have not identified their race or national origin. In FY 2006, HQ did not employ any Native Hawaiian/Other Pacific Islander (NH/PI) employees.

During FY 2006 Hispanics, White Males, Asians, NH/PI, and AI/AN are below their overall availability as compared to the CLF.

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	CLF	Workforce
Males	53.20%	46.88%
Females	46.80%	53.12%
American Indian/Alaskan Natives/Males	0.30%	0.23%
American Indian/Alaskan Natives/Females	0.30%	0.46%
Asian Males	1.90%	1.39%
Asian Females	1.70%	2.08%
Black Males	4.80%	7.85%
Black Females	5.70%	7.62%
Hispanic Males	6.20%	1.62%
Hispanic Females	4.50%	1.39%
Native Hawaiian/Other Pacific Islander Male	0.10%	0.23%
Native Hawaiian/Other Pacific Islander Female	0.10%	0.00%
White Males	39%	35.33%
White Females	33.70%	41.57%
Two or More Races Males	0.08%	3.89%
Two or More Races Females	0.08%	2.74%

The number of employees with targeted disabilities is 1.14% (5) and the number of employees with Reportable disabilities is 6.4% (28) in FY 2006. This is short of the DOD-wide goal of 2.00% of the workforce being those with targeted disabilities. In FY 2005, individuals with targeted disabilities represented less than one percent of the federal workforce in agencies with 500 or more employees.

Approximately 3.46% of our workforce holds senior pay level positions. White males have made the most gains in securing senior level positions in HQ, occupying 12 of those positions in FY 2006, which is above the federal average. There were two White women, and one Black Male. USASAC does not have any Hispanics, Black women, Asians, AI/AN and Two or more races in senior pay level positions.

Approximately 48.03% (208) of the workforce is within our major occupations of Miscellaneous Administration and Program Management (43), Supply Clerical and Technician (50), and Logistics Management (115). Hispanics Females have no representation in USASAC's major occupations. USASAC will work to improve the diversity within our workforce in FY 2007.

Of the total workforce, 8.47% received performance cash awards less than \$501.00. The workforce average is \$408.00. Four black males (\$391), four black females (\$400), and five white males (\$412) received a performance cash award. Twenty-two white females (\$415) received a performance cash award. Asians and Hispanics did not receive a performance cash award less than \$501.00.

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Of the total workforce, 46.45% received performance cash awards more than \$501. The overall average was \$1,660. Black Females (\$1,160), Hispanic Females (\$1,544), AI/AN (\$1,031), and White Females (\$1,233) average less than the workforce average.

Of the total workforce, 15.5% received a Quality Step Increase(QSI) in FY 06. Asian females, AI/AN, and Two or more races did not receive a QSI.

The average grade level for USASAC employees (permanent and temporary) is 10.5 as compared to the federal government's average of 9.9. The majority of the employees within USASAC are grades 7, 12, and 13.

Model EEO Program

Demonstrated commitment from agency leadership:

Strength: Enforcement of existing policies and practices. Brigadier General Clinton Anderson became Commanding General of US Army Security Assistance Command on September 13, 2005. He signed the EEO policy letters on Individuals with Disabilities (IWD) and Disabled Veterans Policy Statement, Retaliation for engaging in protected Equal Employment Opportunity (EEO) activity, Unlawful Harassment Policy Statement, and Sexual Harassment, and Complaint System. These policy statements have been communicated to all employees and posted where all employees can view them as required by federal regulations.

Integration of EEO into the agency's strategic mission

Strength: The EEO Officer reports directly to the agency head and their duties and responsibilities are clearly defined as required by federal regulations. The agency has committed sufficient human resources and budget allocations to its EEO program to ensure successful operation.

Management and program accountability

Strength: Provides regular EEO updates to managers and supervisors, as well as providing new employee training. Coordinating the development and implementation of EEO plans with all appropriate agency managers/representatives that include Legal Counsel, Human Resource, and management. The EEO Officer meets regularly with management to assess programs, policies, and procedures for conformity with instructions contained in EEOC Management directives in accordance with federal regulations.

Deficiency: USASAC is scheduling meetings with Human Resource, Legal, and Senior Management to participate on the barrier analysis team. Timetables are being formed to ensure this process. Bi-weekly meetings with the barrier analysis team to review personnel awards, promotion, employee development/training programs. Will report results/recommendations to senior management.

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Proactive prevention of unlawful discrimination

Strength: USASAC has made great strides starting in the 2nd Qtr of FY 06 to get their EEO program up and running. The command is committed to the prevention of discrimination and harassment. Actions have been put into place to eliminate barriers to equal employment opportunity in the workplace. The use of Alternative Dispute Resolution has received full backing by senior management.

Efficiency

Strength: USASAC extracts data from the HQ Army Civilian Personnel System (ACPERS) database, a central database and the Army HR database of record. The HQ ACPERS system contains historical data. The Technical support team purchased a site license for Business Objects, the standard Army data system-reporting tool. Training has been provided on an annual basis. The datasets, called universes (data folders) are divided into groups: appropriated fund, non-appropriated fund, and local national universes. The IComplaints universe has been added to this reporting group.

Responsiveness and legal compliance

Strengths: USASAC is in compliance with EEO statutes and EEOC regulations, policy guidance and other written instructions.

Summary of EEO Plan objectives planned to eliminate identified barriers and to correct program deficiencies.

Workforce data revealed of Hispanics, White males, Asians, and Native Hawaiian or Other Pacific Islander below CLF participation USASAC is in the process of forming a barrier analysis team to review actions and plans to ensure all barriers are corrected so that USASAC's workforce is at least equal to the CLF.

Summary of EEO plan action items implemented or accomplished.

USASAC EEO met with Human Resources and the Training Director to ensure that EEO is listed on the new employee in-processing list so that we can ensure that all new employees receive copies of our policy letters. New employees will be required to sign a statement indicating that they received the EEO policy statements.

Prevention of Sexual Harassment (POSH): Training for FY 06 was conducted by the AMC EEO office. USASAC is in the process of establishing training programs that will be conducted by USASAC EEO office for all employees/supervisors during FY 07.

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Corrective/Plan of Actions: USASAC is in the process of standing up its own EEO office. Policy letters have been signed and are in place for all employees to view. USASAC had not done trend and barrier analysis before so strides are being made to ensure this action is completed so that USASAC will have a better understanding of what corrections need to be made. USASAC is also on the BRAC list and will be moving to Huntsville, AL on or about 2008. This will open new avenues for a more diverse workforce.

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**CERTIFICATION of ESTABLISHMENT of CONTINUING
EQUAL EMPLOYMENT PROGRAMS**

I, (Name) _____ (Title) _____ am the Principal EEO
Director/Official for: (Agency) _____.

The agency has conducted an annual self-assessment of Section 717 and Section 501 programs against the essential elements as prescribed by EEO MD-715. If an essential element was not fully compliant with the standards of EEO MD-715, a further evaluation was conducted and, as appropriate, EEO Plans for Attaining the Essential Elements of a Model EEO Program, are included with this Federal Agency Annual EEO Program Status Report.

The agency has also analyzed its work force profiles and conducted barrier analyses aimed at detecting whether any management or personnel policy, procedure or practice is operating to disadvantage any group based on race, national origin, gender or disability. EEO Plans to Eliminate Identified Barriers, as appropriate, are included with this Federal Agency Annual EEO Program Status Report.

I certify that proper documentation of this assessment is in place and is being maintained for EEOC review upon request.

(EEO Director Signature) _____

(EEO Signature Date) _____

Signature of Principal EEO Director/Official
Certifies that this Federal Agency Annual EEO Program Status
Report is in compliance with EEO MD-715.

Date

Signature of Agency Head or Agency Head Designee

Date

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AGENCY SELF-ASSESSMENT CHECKLIST MEASURING ESSENTIAL ELEMENTS

Essential Element A: DEMONSTRATED COMMITMENT FROM AGENCY LEADERSHIP Requires the agency head to issue written policy statements ensuring a workplace free of discriminatory harassment and a commitment to equal employment opportunity.				
Compliance Indicator	EEO policy statements are up-to-date.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
Measures		Yes	No	
The Agency Head was installed on 9/13/2005. The EEO policy statement was issued on 6/1/2006. Was the EEO policy Statement issued within 6-9 months of the installation of the Agency Head? If no, provide an explanation.			X	Command was using AMC policy letters
During the current Agency Head's tenure, has the EEO policy Statement been re-issued annually? If no, provide and explanation.		X		
Are new employees provided a copy of the EEO policy statement during orientation?		X		
When an employee is promoted into the supervisory ranks, is s/he provided a copy of the EEO policy statement?			X	The agency's EEO related training package is being updated to include the requirement that all new supervisors receive a copy of EEO policy statements during new supervisory training.
Compliance Indicator	EEO policy statements have been communicated to all employees.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
Measures		Yes	No	
Have the heads of subordinate reporting components communicated support of all agency EEO policies through the ranks?		X		EEO policies are available and posted on the bulletin boards for all employees to review.
Has the agency made written materials available to all employees and applicants, informing them of the variety of EEO programs and administrative and judicial remedial procedures available to them?		X		
Has the agency prominently posted such written materials in all personnel offices, EEO offices, and on the agency's internal website? [see 29 CFR Â§1614.102(b)(5)]		X		Posting of written materials are available in HR and EEO and be updated in the internal website in this reporting year (FY 06).
Compliance Indicator	Agency EEO policy is vigorously enforced by agency management.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
Measures		Yes	No	
Are managers and supervisors evaluated on their commitment to agency EEO policies and principles, including their efforts to:		X		
resolve problems/disagreements and other conflicts in their respective work environments as they arise?		X		





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address concerns, whether perceived or real, raised by employees and following-up with appropriate action to correct or eliminate tension in the workplace?	X				
support the agency's EEO program through allocation of mission personnel to participate in community out-reach and recruitment programs with private employers, public schools and universities?	X				
ensure full cooperation of employees under his/her supervision with EEO office officials such as EEO Counselors, EEO Investigators, etc.?	X				
ensure a workplace that is free from all forms of discrimination, harassment and retaliation?	X				
ensure that subordinate supervisors have effective managerial, communication and interpersonal skills in order to supervise most effectively in a workplace with diverse employees and avoid disputes arising from ineffective communications ?	X				
ensure the provision of requested religious accommodations when such accommodations do not cause an undue hardship?	X				
ensure the provision of requested disability accommodations to qualified individuals with disabilities when such accommodations do not cause an undue hardship?	X				
Have all employees been informed about what behaviors are inappropriate in the workplace and that this behavior may result in disciplinary actions? Describe what means were utilized by the agency to so inform its workforce about the penalties for unacceptable behavior.	X		Business Process and Practices, Ethics publications authorized by the agency's Office of General Counsel.		
Have the procedures for reasonable accommodation for individuals with disabilities been made readily available/accessible to all employees by disseminating such procedures during orientation of new employees and by making such procedures available on the World Wide Web or Internet?		X	Training scheduled for FY07		
Have managers and supervisor been trained on their responsibilities under the procedures for reasonable accommodation?	X		Some managers have received on-site training. Additional training will be accomplished during this reporting period.		
Essential Element B: INTEGRATION OF EEO INTO THE AGENCY'S STRATEGIC MISSION Requires that the agency's EEO programs be organized and structured to maintain a workplace that is free from discrimination in any of the agency's policies, procedures or practices and supports the agency's strategic mission.					
 Compliance Indicator	The reporting structure for the EEO Program provides the Principal EEO Official with appropriate authority and resources to effectively carry out a successful EEO Program.		Measure has been met <table border="1"> <tr> <td>Yes</td> <td>No</td> </tr> </table>	Yes	No
Yes	No				
 Measures					
Is the EEO Director under the direct supervision of the agency head? [see 29 CFR Â§1614.102(b)(4)]	X				
Are the duties and responsibilities of EEO officials clearly defined?	X				
Do the EEO officials have the knowledge, skills, and abilities to carry out the duties and responsibilities of their positions?	X				



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If the agency has 2nd level reporting components, are there organizational charts that clearly define the reporting structure for EEO programs?		X		
If the agency has 2nd level reporting components, does the agency-wide EEO Director have authority for the EEO programs within the subordinate reporting components? If not, please describe how EEO program authority is delegated to subordinate reporting components.		X		
 Compliance Indicator	The EEO Director and other EEO professional staff responsible for EEO programs have regular and effective means of informing the agency head and senior management officials of the status of EEO programs and are involved in, and consulted on, management/personnel actions.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	
Does the EEO Director/Officer have a regular and effective means of informing the agency head and other top management officials of the effectiveness, efficiency and legal compliance of the agency's EEO program?		X		
Following the submission of the immediately preceding FORM 715-01, did the EEO Director/Officer present to the head of the agency and other senior officials the "State of the Agency" briefing covering all components of the EEO report, including an assessment of the performance of the agency in each of the six elements of the Model EEO Program and a report on the progress of the agency in completing its barrier analysis including any barriers it identified and/or eliminated or reduced the impact of?		X		
Are EEO program officials present during agency deliberations prior to decisions regarding recruitment strategies, vacancy projections, succession planning, selections for training/career development opportunities, and other workforce changes?		X		Although this is true in some cases, more emphasis will be placed on ensuring that EEO is kept in the communicative loop when decisions are made that systemically affect the workplace.
Does the agency consider whether any group of employees or applicants might be negatively impacted prior to making human resource decisions such as re-organizations and re-alignments?			X	Trend analyses are needed on USASAC transition and impact realignment to Alabama.
Are management/personnel policies, procedures and practices examined at regular intervals to assess whether there are hidden impediments to the realization of equality of opportunity for any group(s) of employees or applicants? [see 29 C.F.R. Â§ 1614.102(b)(3)]		X		
Is the EEO Director included in the agency's strategic planning, especially the agency's human capital plan, regarding succession planning, training, etc., to ensure that EEO concerns are integrated into the agency's strategic mission?		X		EEO was actively involved in the Security Assistance Certification Succession Planning.
 Compliance Indicator	The agency has committed sufficient human resources and budget allocations to its EEO programs to ensure successful operation.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	





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Does the EEO Director have the authority and funding to ensure implementation of agency EEO action plans to improve EEO program efficiency and/or eliminate identified barriers to the realization of equality of opportunity?		X		
Are sufficient personnel resources allocated to the EEO Program to ensure that agency self-assessments and self-analyses prescribed by EEO MD-715 are conducted annually and to maintain an effective complaint processing system?		X		
Are statutory/regulatory EEO related Special Emphasis Programs sufficiently staffed?				
Federal Women's Program - 5 U.S.C. 7201; 38 U.S.C. 4214; Title 5 CFR, Subpart B, 720.204		X		
Hispanic Employment Program - Title 5 CFR, Subpart B, 720.204		X		
People With Disabilities Program Manager; Selective Placement Program for Individuals With Disabilities - Section 501 of the Rehabilitation Act; Title 5 U.S.C. Subpart B, Chapter 31, Subchapter I-3102; 5 CFR 213.3102(t) and (u); 5 CFR 315.709		X		
Are other agency special emphasis programs monitored by the EEO Office for coordination and compliance with EEO guidelines and principles, such as FEORP - 5 CFR 720; Veterans Employment Programs; and Black/African American; American Indian/Alaska Native, Asian American/Pacific Islander programs?		X		
 Compliance Indicator	The agency has committed sufficient budget to support the success of its EEO Programs.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	
Are there sufficient resources to enable the agency to conduct a thorough barrier analysis of its workforce, including the provision of adequate data collection and tracking systems		X		The automaton tracking system desired in Business Objects Applications (BOA) which provides adequate data collection along with HR and Training input provides adequate tracking systems to conduct a thorough barrier analysis.
Is there sufficient budget allocated to all employees to utilize, when desired, all EEO programs, including the complaint processing program and ADR, and to make a request for reasonable accommodation? (Including subordinate level reporting components?)		X		
Has funding been secured for publication and distribution of EEO materials (e.g. harassment policies, EEO posters, reasonable accommodations procedures, etc.)?		X		
Is there a central fund or other mechanism for funding supplies, equipment and services necessary to provide disability accommodations?		X		USASAC has access to the Computer Accommodation Program (CAP) office to provide equipment and services necessary to provide disability accommodations.
Does the agency fund major renovation projects to ensure timely compliance with Uniform Federal Accessibility Standards?		X		





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Is the EEO Program allocated sufficient resources to train all employees on EEO Programs, including administrative and judicial remedial procedures available to employees?	X		FY 07 projects full funding for resources to train all employees on EEO program with USASAC.	
Is there sufficient funding to ensure the prominent posting of written materials in all personnel and EEO offices? [see 29 C.F.R. Â§ 1614.102(b)(5)]	X			
Is there sufficient funding to ensure that all employees have access to this training and information?	X			
Is there sufficient funding to provide all managers and supervisors with training and periodic up-dates on their EEO responsibilities:	X			
for ensuring a workplace that is free from all forms of discrimination, including harassment and retaliation?	X			
to provide religious accommodations?	X			
to provide disability accommodations in accordance with the agency's written procedures?	X			
in the EEO discrimination complaint process?	X			
to participate in ADR?	X			
<p style="text-align: center;">Essential Element C: MANAGEMENT AND PROGRAM ACCOUNTABILITY This element requires the Agency Head to hold all managers, supervisors, and EEO Officials responsible for the effective implementation of the agency's EEO Program and Plan.</p>				
 Compliance Indicator	EEO program officials advise and provide appropriate assistance to managers/supervisors about the status of EEO programs within each manager's or supervisor's area or responsibility.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	
Are regular (monthly/quarterly/semi-annually) EEO updates provided to management/supervisory officials by EEO program officials?	X			
Do EEO program officials coordinate the development and implementation of EEO Plans with all appropriate agency managers to include Agency Counsel, Human Resource Officials, Finance, and the Chief information Officer?	X			
 Compliance Indicator	The Human Resources Director and the EEO Director meet regularly to assess whether personnel programs, policies, and procedures are in conformity with instructions contained in EEOC management directives. [see 29 CFR Â§ 1614.102(b)(3)]	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	
Have time-tables or schedules been established for the agency to review its Merit Promotion Program Policy and Procedures for systemic barriers that may be impeding full participation in promotion opportunities by all groups?			X	See Part H
Have time-tables or schedules been established for the agency to review its Employee Recognition Awards Program and Procedures for systemic barriers that may be impeding full participation in the program by all groups?			X	See Part H







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Have time-tables or schedules been established for the agency to review its Employee Development/Training Programs for systemic barriers that may be impeding full participation in training opportunities by all groups?			X	See Part H
 Compliance Indicator	When findings of discrimination are made, the agency explores whether or not disciplinary actions should be taken.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	
Does the agency have a disciplinary policy and/or a table of penalties that covers employees found to have committed discrimination?		X		
Have all employees, supervisors, and managers been informed as to the penalties for being found to perpetrate discriminatory behavior or for taking personnel actions based upon a prohibited basis?		X		
Has the agency, when appropriate, disciplined or sanctioned managers/supervisors or employees found to have discriminated over the past two years? If so, cite number found to have discriminated and list penalty /disciplinary action for each type of violation.		X		
Does the agency promptly (within the established time frame) comply with EEOC, Merit Systems Protection Board, Federal Labor Relations Authority, labor arbitrators, and District Court orders?		X		
Does the agency review disability accommodation decisions/actions to ensure compliance with its written procedures and analyze the information tracked for trends, problems, etc.?			X	Work has begun in this area, but more emphasis is being placed by ensuring all actions are being tracked for trends.
Essential Element D: PROACTIVE PREVENTION Requires that the agency head makes early efforts to prevent discriminatory actions and eliminate barriers to equal employment opportunity in the workplace.				
 Compliance Indicator	Analyses to identify and remove unnecessary barriers to employment are conducted throughout the year.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	
Do senior managers meet with and assist the EEO Director and/or other EEO Program Officials in the identification of barriers that may be impeding the realization of equal employment opportunity?			X	Work has begun in this area, but more emphasis is being placed by ensuring all actions are being tracked for Trend analyses will be completed and reported during the next reporting requirement (FY 07)
When barriers are identified, do senior managers develop and implement, with the assistance of the agency EEO office, agency EEO Action Plans to eliminate said barriers?		X		
Do senior managers successfully implement EEO Action Plans and incorporate the EEO Action Plan Objectives into agency strategic plans?		X		
Are trend analyses of workforce profiles conducted by race, national origin, sex and disability?		X		



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Are trend analyses of the workforce's major occupations conducted by race, national origin, sex and disability?		X		
Are trends analyses of the workforce's grade level distribution conducted by race, national origin, sex and disability?		X		
Are trend analyses of the workforce's compensation and reward system conducted by race, national origin, sex and disability?		X		
Are trend analyses of the effects of management/personnel policies, procedures and practices conducted by race, national origin, sex and disability?		X		
 Compliance Indicator	The use of Alternative Dispute Resolution (ADR) is encouraged by senior management.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	
Are all employees encouraged to use ADR?		X		
Is the participation of supervisors and managers in the ADR process required?			X	CG/EEO will develop a plan and ADR team to encourage managers to utilize the ADR process and determine why ADR is not utilized to the fullest extent possible.
Essential Element E: EFFICIENCY Requires that the agency head ensure that there are effective systems in place for evaluating the impact and effectiveness of the agency's EEO Programs as well as an efficient and fair dispute resolution process.				
 Compliance Indicator	The agency has sufficient staffing, funding, and authority to achieve the elimination of identified barriers.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	
Does the EEO Office employ personnel with adequate training and experience to conduct the analyses required by MD-715 and these instructions?		X		
Has the agency implemented an adequate data collection and analysis systems that permit tracking of the information required by MD-715 and these instructions?		X		DCPS is an adequate data base for requirements of MD-715
Have sufficient resources been provided to conduct effective audits of field facilities' efforts to achieve a model EEO program and eliminate discrimination under Title VII and the Rehabilitation Act?		X		
Is there a designated agency official or other mechanism in place to coordinate or assist with processing requests for disability accommodations in all major components of the agency?			X	Requesting funding for the recruitment of EEO support in FY07 to support this objective in all major components of the agency.
Are 90% of accommodation requests processed within the time frame set forth in the agency procedures for reasonable accommodation?			X	Need to collect data for FY06 to determine if reasonable accommodation requests are processed in a timely manner.
 Compliance Indicator	The agency has an effective complaint tracking and monitoring system in place to increase the effectiveness of the agency's EEO Programs.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	






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Does the agency use a complaint tracking and monitoring system that allows identification of the location, and status of complaints and length of time elapsed at each stage of the agency's complaint resolution process?		X		iComplaints is used for this purpose
Does the agency's tracking system identify the issues and bases of the complaints, the aggrieved individuals/complainants, the involved management officials and other information to analyze complaint activity and trends?		X		
Does the agency hold contractors accountable for delay in counseling and investigation processing times? If yes, briefly describe how:		X		The agency has not had any significant problems with contract counselors being late in the time limits identified in inter-service support agreements. However, if this became an issue, the agency has the discretion to stop using them.
Does the agency monitor and ensure that new investigators, counselors, including contract and collateral duty investigators, receive the 32 hours of training required in accordance with EEO Management Directive MD-110?		X		EEO officials receive appropriate training as required by the agency.
Does the agency monitor and ensure that experienced counselors, investigators, including contract and collateral duty investigators, receive the 8 hours of refresher training required on an annual basis in accordance with EEO Management Directive MD-110?		X		EEO officials receive appropriate training as required by the agency.
 Compliance Indicator	The agency has sufficient staffing, funding and authority to comply with the time frames in accordance with the EEOC (29 C.F.R. Part 1614) regulations for processing EEO complaints of employment discrimination.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	
Are benchmarks in place that compare the agency's discrimination complaint processes with 29 C.F.R. Part 1614?		X		
Does the agency provide timely EEO counseling within 30 days of the initial request or within an agreed upon extension in writing, up to 60 days?		X		
Does the agency provide an aggrieved person with written notification of his/her rights and responsibilities in the EEO process in a timely fashion?		X		
Does the agency complete the investigations within the applicable prescribed time frame?		X		
When a complainant requests a final agency decision, does the agency issue the decision within 60 days of the request?		X		
When a complainant requests a hearing, does the agency immediately upon receipt of the request from the EEOC AJ forward the investigative file to the EEOC Hearing Office?		X		
When a settlement agreement is entered into, does the agency timely complete any obligations provided for in such agreements?		X		
Does the agency ensure timely compliance with EEOC AJ decisions which are not the subject of an appeal by the agency?		X		








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 Compliance Indicator	There is an efficient and fair dispute resolution process and effective systems for evaluating the impact and effectiveness of the agency's EEO complaint processing program.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	
In accordance with 29 C.F.R. Â§1614.102(b), has the agency established an ADR Program during the pre-complaint and formal complaint stages of the EEO process?			X	Until 2nd Qtr FY 06 all EEO activities were provided by AMC and Garrison EEO Offices. USASAC will have an ADR Program in place this FY (07).
Does the agency require all managers and supervisors to receive ADR training in accordance with EEOC (29 C.F.R. Part 1614) regulations, with emphasis on the federal government's interest in encouraging mutual resolution of disputes and the benefits associated with utilizing ADR?			X	Until 2nd Qtr FY 06 all EEO activities were provided by AMC. USASAC will have an ADR Program in place this FY (07).
After the agency has offered ADR and the complainant has elected to participate in ADR, are the managers required to participate?			X	Until 2nd Qtr FY 06 all EEO activities were provided by AMC. USASAC will have an ADR Program in place this FY (07).
Does the responsible management official directly involved in the dispute have settlement authority?			X	Until 2nd Qtr FY 06 all EEO activities were provided by AMC. USASAC will have an ADR Program in place this FY (07).
 Compliance Indicator	The agency has effective systems in place for maintaining and evaluating the impact and effectiveness of its EEO programs.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	
Does the agency have a system of management controls in place to ensure the timely, accurate, complete and consistent reporting of EEO complaint data to the EEOC?		X		
Does the agency provide reasonable resources for the EEO complaint process to ensure efficient and successful operation in accordance with 29 C.F.R. Â§ 1614.102(a)(1)?		X		
Does the agency EEO office have management controls in place to monitor and ensure that the data received from Human Resources is accurate, timely received, and contains all the required data elements for submitting annual reports to the EEOC?		X		
Do the agency's EEO programs address all of the laws enforced by the EEOC?		X		
Does the agency identify and monitor significant trends in complaint processing to determine whether the agency is meeting its obligations under Title VII and the Rehabilitation Act?		X		
Does the agency track recruitment efforts and analyze efforts to identify potential barriers in accordance with MD-715 standards?			X	Management controls are in place; manual update of potential barriers will be accomplished this reporting period.
Does the agency consult with other agencies of similar size on the effectiveness of their EEO programs to identify best practices and share ideas?		X		
 Compliance Indicator	The agency ensures that the investigation and adjudication function of its complaint	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM

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 Measures	resolution process are separate from its legal defense arm of agency or other offices with conflicting or competing interests.	Yes	No	715-01 PART H to the agency's status report
Are legal sufficiency reviews of EEO matters handled by a functional unit that is separate and apart from the unit which handles agency representation in EEO complaints?		X		
Does the agency discrimination complaint process ensure a neutral adjudication function?		X		
If applicable, are processing time frames incorporated for the legal counsel's sufficiency review for timely processing of complaints?		X		
Essential Element F: RESPONSIVENESS AND LEGAL COMPLIANCE This element requires that federal agencies are in full compliance with EEO statutes and EEOC regulations, policy guidance, and other written instructions.				
 Compliance Indicator	Agency personnel are accountable for timely compliance with orders issued by EEOC Administrative Judges.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	
Does the agency have a system of management control to ensure that agency officials timely comply with any orders or directives issued by EEOC Administrative Judges?		X		
 Compliance Indicator	The agency's system of management controls ensures that the agency timely completes all ordered corrective action and submits its compliance report to EEOC within 30 days of such completion.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	
Does the agency have control over the payroll processing function of the agency?				
Are there steps in place to guarantee responsive, timely, and predictable processing of ordered monetary relief?		X		
Are procedures in place to promptly process other forms of ordered relief?		X		
 Compliance Indicator	Agency personnel are accountable for the timely completion of actions required to comply with orders of EEOC.	Measure has been met		For all unmet measures, provide a brief explanation in the space below or complete and attach an EEOC FORM 715-01 PART H to the agency's status report
 Measures		Yes	No	
Is compliance with EEOC orders encompassed in the performance standards of any agency employees? If so, please identify the employees by title in the comments section, and state how performance is measured.		X		Director for Equal Employment Opportunity Compliance and Complaints Review (EEOCCR)
Is the unit charged with the responsibility for compliance with EEOC orders located in the EEO office? If not, please identify the unit in which it is located, the number of employees in the unit, and their grade levels in the comments section.		X		

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Have the involved employees received any formal training in EEO compliance?	X		
Does the agency promptly provide to the EEOC the following documentation for completing compliance:			
Attorney Fees: Copy of check issued for attorney fees and /or a narrative statement by an appropriate agency official, or agency payment order dating the dollar amount of attorney fees paid?	X		
Awards: A narrative statement by an appropriate agency official stating the dollar amount and the criteria used to calculate the award?	X		
Back Pay and Interest: Computer print-outs or payroll documents outlining gross back pay and interest, copy of any checks issued, narrative statement by an appropriate agency official of total monies paid?	X		
Compensatory Damages: The final agency decision and evidence of payment, if made?	X		
Training: Attendance roster at training session(s) or a narrative statement by an appropriate agency official confirming that specific persons or groups of persons attended training on a date certain?	X		
Personnel Actions (e.g., Reinstatement, Promotion, Hiring, Reassignment): Copies of SF-50s	X		
Posting of Notice of Violation: Original signed and dated notice reflecting the dates that the notice was posted. A copy of the notice will suffice if the original is not available.	X		
Supplemental Investigation: 1. Copy of letter to complainant acknowledging receipt from EEOC of remanded case. 2. Copy of letter to complainant transmitting the Report of Investigation (not the ROI itself unless specified). 3. Copy of request for a hearing (complainant's request or agency's transmittal letter).	X		
Final Agency Decision (FAD): FAD or copy of the complainant's request for a hearing.	X		
Restoration of Leave: Print-out or statement identifying the amount of leave restored, if applicable. If not, an explanation or statement.	X		
Civil Actions: A complete copy of the civil action complaint demonstrating same issues raised as in compliance matter.	X		
Settlement Agreements: Signed and dated agreement with specific dollar amounts, if applicable. Also, appropriate documentation of relief is provided.	X		

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715-01 PART H
EEO Plan To Attain the Essential Elements of a Model EEO Program

FY 2006 USASAC	
STATEMENT of MODEL PROGRAM ESSENTIAL ELEMENT DEFICIENCY:	This element requires the Agency Head to hold all managers, supervisors, and EEO Officials responsible for the effective implementation of the agency's EEO Program and Plan.
DEFICIENCY:	Barrier analysis team
OBJECTIVE:	To organize a barrier analysis team and conduct barrier analyses for USASAC
RESPONSIBLE OFFICIAL:	EEO Officer/Specialist
DATE OBJECTIVE INITIATED:	11/21/2006
TARGET DATE FOR COMPLETION OF OBJECTIVE:	6/30/2007
PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE (Must be specific)
contact human resource, legal counsel, union and senior managers to participate on the barrier analysis team	1/31/2007
Schedule biweekly meetings with BA team to review merit promotion, awards and employee development/training programs	2/28/2007
Report results/recommendations to senior management	6/29/2007
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE	

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715-01 PART I
EEO Plan To Eliminate Identified Barrier

FY 2006, USASAC	
STATEMENT OF CONDITION THAT WAS A TRIGGER FOR A POTENTIAL BARRIER:	
BARRIER ANALYSIS	
STATEMENT OF IDENTIFIED BARRIER:	
OBJECTIVE:	
RESPONSIBLE OFFICIAL:	
DATE OBJECTIVE INITIATED:	
TARGET DATE FOR COMPLETION OF OBJECTIVE:	

EEOC FORM 715-01 PART I EEO Plan To Eliminate Identified Barrier

PLANNED ACTIVITIES TOWARD COMPLETION OF OBJECTIVE:	TARGET DATE (Must be specific)
REPORT OF ACCOMPLISHMENTS and MODIFICATIONS TO OBJECTIVE	

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715-01 PART J
Special Program Plan for the Recruitment, Hiring, and Advancement of Individuals
With Targeted Disabilities

Part I Department of Agency Information	1. Agency	1. Department of Army					
	1.a. 2 nd Level Component	1.a. Army Material Command					
	1.b. 3 rd Level or lower	1.b. U.S. Army Security Assistance Command					

Part II Employment Trend and Special Recruitment for Individuals With Targeted Disabilities	Enter Actual Number at the beginning of FY.		... end of FY.		Net Change	
		Number	%	Number	%	Number	%
	Total Work Force	465	100%	437	100%	-28	-6.02%
	Reportable Disability	29	6.23%	28	6.4%	-1	-3.44%
	Targeted Disability*	6	1.29%	5	1.14%	-1	-16.66%
	* If the rate of change for persons with targeted disabilities is not equal to or greater than the rate of change for the total workforce, a barrier analysis should be conducted (see below).						
	1. Total Number of Applications Received From Persons With Targeted Disabilities during the reporting period.					0	
	* If the rate of change for persons with targeted disabilities is not equal to or greater than the rate of change for the total workforce, a barrier analysis should be conducted (see below).						
2. Total Number of Selections of Individuals with Targeted Disabilities during the reporting period.					0		

Part III Participation Rates In Agency Employment Programs									
Other Employment/Personnel Programs	TOTAL	Reportable Disability		Targeted Disability		Not Identified		No Disability	
		#	%	#	%	#	%	#	%
3. Competitive Promotions	33	5	15.15 %	1	3.03%	0	0%	28	84.84 %
4. Non-Competitive Promotions	0	0	0%	0	0%	0	0%	0	0%
5. Employee Career Development Programs	240	9	3.75%	2	0.83%	2	0.83%	229	95.41 %
5.a. Grades 5 - 12	279	23	8.24%	5	1.79%	3	1.07%	253	90.68 %
5.b. Grades 13 - 14	128	3	2.34%	0	0%	2	1.56%	123	96.09 %
5.c. Grade 15/SES	16	1	6.25%	0	0%	0	0%	15	93.75 %
6. Employee Recognition and Awards	0	0	0%	0	0%	0	0%	0	0%

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6.a. Time-Off Awards (Total hrs awarded)	14	1	7.14%	1	7.14%	0	0%	13	92.85 %
6.b. Cash Awards (total \$\$\$ awarded)	263	18	6.84%	3	1.14%	4	1.52%	241	91.63 %
6.c. Quality-Step Increase	0	0	0%	0	0%	0	0%	0	0%
EEOC FORM 715-01 Part J	Special Program Plan for the Recruitment, Hiring, and Advancement of Individuals With Targeted Disabilities								
Part IV Identification and Elimination of Barriers									
Part V Goals for Targeted Disabilities									

Appendix A Definitions

- The following definitions apply to Management Directive 715: **Applicant:** A person who applies for employment.
- **Applicant Flow Data:** Information reflecting characteristics of the pool of individuals applying for an employment opportunity.
- **Barrier:** An agency policy, principle, practice or condition that limits or tends to limit employment opportunities for members of a particular gender, race or ethnic background or for an individual (or individuals) based on disability status.
- **Disability:** For the purpose of statistics, recruitment, and targeted goals, the number of employees in the workforce who have indicated having a disability on a Office of Personnel Management Standard Form (SF) 256. For all other purposes, the definition contained in 29 C.F.R. § 1630.2 applies.
- **Civilian Labor Force (CLF):** Persons 16 years of age and over, except those in the armed forces, who are employed or are unemployed and seeking work.
- **EEO Groups:** Members of groups protected under Title VII of the Civil Rights Act and other Federal guidelines. Includes: White Men, White Women, Black Men, Black Women, Hispanic Men, Hispanic Women, Asian Men, Asian Women, Native American Men, Native American Women, and Persons with Disabilities.
- **Employees:** Members of the agency's permanent or temporary work force, whether full or part-time and whether in competitive or excepted service positions.
- **Employment Decision:** Any decision affecting the terms and conditions of an individual's employment, including but not limited to hiring, promotion, demotion, disciplinary action and termination.
- **Feeder Group or Pool:** Occupational group(s) from which selections to a particular job are typically made.
- **Federal Categories (Fed9):** For the first time EEOC is requiring agencies to report their workforce data by aggregating it into nine employment categories. These categories are more consistent with those EEOC uses in private sector enforcement and will permit better analysis of trends in the federal workplace than previous categories used. The Commission has created a Census/OPM Occupation Cross-Classification Table by OPM Occupational Code (crosswalk) which assists agencies in determining the category in which to place a position through use of the position's OPM or SOC codes or the OPM or Census Occupation Title. The crosswalk may be accessed at the Commission's website: <http://www.eeoc.gov/federal/715instruct/00-09opmcode.html>. This crosswalk is intended as general guidance in cross-classifying OPM occupational codes to the EEO nine categories. Agencies are encouraged to contact EEOC with specific questions about what category might be appropriate for their particular occupations.
- **The nine job category titles are:**

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- **Officials and Manager** Occupations requiring administrative and managerial personnel who set broad policies, exercise overall responsibility for execution of these policies, and direct individual offices, programs, divisions or other units or special phases of an agency's operations. In the federal sector, this category is further broken out into four sub-categories: (1)**Executive/Senior-Level**, (2)**Mid-Level**, (3) **First-Level** and (4)**Other** . When an employee is classified as a supervisor or manager, that employee should be placed in the *Officials and Managers* category rather than in the category in the crosswalk that they would otherwise be placed in based on their OPM occupational code. Those employees classified as supervisors or managers who are at the GS-12 level or below should be placed in the First-Level sub-category of Officials and Managers , those at the GS-13 or 14 should be in the **Mid-Level** sub-category, and those at GS-15 or in the SES should be in the **Executive/Senior-Level** sub-category. An agency may also choose to place employees who have significant policy-making responsibilities, but do not supervise other employees, in these three sub-categories. The fourth sub-category, called "**Other** " contains employees in a number of different occupations which are primarily business, financial and administrative in nature, and do not have supervisory or significant policy responsibilities. For example, Administrative Officers (OPM Code 0341) are appropriately placed in the "**Other** " sub-category.
- **Professionals** - Occupations requiring either college graduation or experience of such kind and amount as to provide a comparable background. Includes: accountants and auditors, airplane pilots and navigators, architects, artists, chemists, designers, dietitians, editors, engineers, lawyers, librarians, mathematicians, natural scientists, registered professional nurses, personnel and labor relations specialists, physical scientists, physicians, social scientists, teachers, surveyors and kindred workers.
- **Technicians** - Occupations requiring a combination of basic scientific knowledge and manual skill which can be obtained through two years of post high school education, such as is offered in many technical institutes and junior colleges, or through equivalent on-the-job training. Includes: computer programmers, drafters, engineering aides, junior engineers, mathematical aides, licensed, practical or vocational nurses, photographers, radio operators, scientific assistants, technical illustrators, technicians (medical, dental, electronic, physical science), and kindred workers.
- **Sales** - Occupations engaging wholly or primarily in direct selling. Includes: advertising agents and sales workers, insurance agents and brokers, real estate agents and brokers, stock and bond salesworkers, demonstrators, sales workers and sales clerks, grocery clerks, and cashiers/checkers, and kindred workers.
- **Administrative Support Workers** - Includes all clerical-type work regardless of level of difficulty, where the activities are predominantly non-manual though some manual work not directly involved with altering or transporting the products is included. Includes: bookkeepers, collectors (bills and accounts), messengers and office helpers, office machine operators (including computer), shipping and receiving clerks, stenographers, typists and secretaries, telegraph and telephone operators, legal assistants, and kindred workers.
- **Craft Workers**(skilled) - Manual workers of relatively high skill level having a thorough and comprehensive knowledge of the processes involved in their work. Exercise considerable independent judgment and usually receive an extensive period of training. Includes: the building trades, hourly paid supervisors and lead operators

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who are not members of management, mechanics and repairers, skilled machining occupations, compositors and typesetters, electricians, engravers, painters (construction and maintenance), motion picture projectionists, pattern and model makers, stationary engineers, tailors, arts occupations, hand painters, coaters, bakers, decorating occupations, and kindred workers.

- **Operatives**(semiskilled) - Workers who operate machine or processing equipment or perform other factory-type duties of intermediate skill level which can be mastered in a few weeks and require only limited training. Includes: apprentices (auto mechanics, plumbers, bricklayers, carpenters, electricians, machinists, mechanics, building trades, metalworking trades, printing trades, etc.), operatives, attendants (auto service and parking), blasters, chauffeurs, delivery workers, sewers and stitchers, dryers, furnace workers, heaters, laundry and dry cleaning operatives, milliners, mine operatives and laborers, motor operators, oilers and greasers (except auto), painters (manufactured articles), photographic process workers, truck and tractor drivers, knitting, looping, taping and weaving machine operators, welders and flame cutters, electrical and electronic equipment assemblers, butchers and meat cutters, inspectors, testers and graders, hand packers and packagers, and kindred workers.
- **Laborers** (unskilled) - Workers in manual occupations which generally require no special training who perform elementary duties that may be learned in a few days and require the application of little or no independent judgment. Includes: garage laborers, car washers and greasers, grounds keepers and gardeners, farm workers, stevedores, wood choppers, laborers performing lifting, digging, mixing, loading and pulling operations, and kindred workers.
- **Service workers** - Workers in both protective and non-protective service occupations. Includes: attendants (hospital and other institutions, professional and personal service, including nurses aides, and orderlies), barbers, char workers and cleaners, cooks, counter and fountain workers, elevator operators, firefighters and fire protection, guards, door-keepers, stewards, janitors, police officers and detectives, porters, waiters and waitresses, amusement and recreation facilities attendants, guides, ushers, public transportation attendants, and kindred workers.
- **Fiscal Year:** The period from October 1 of one year to September 30 of the following year.
- **Goal :** Under the Rehabilitation Act, an identifiable objective set by an agency to address or eliminate barriers to equal employment opportunity or to address the lingering effects of past discrimination.
- **Major Occupations:** Agency occupations that are mission related and heavily populated, relative to other occupations within the agency.
- **Onsite Program Review:** Visit by EEOC representatives to an agency to evaluate the agency's compliance with the terms of this Directive and/or to provide technical assistance.
- **Reasonable Accommodation:** Generally, any modification or adjustment to the work environment, or to the manner or circumstances under which work is customarily performed, that enables an individual with a disability to perform the essential functions of a position or enjoy equal benefits and privileges of employment as are enjoyed by similarly situated individuals without a disability. For a more complete definition, see 29

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C.F.R. § 1630.2(o). See also, EEOC's Enforcement Guidance on Reasonable Accommodation and Undue Hardship under the Americans with Disabilities Act, No. 915.002 (October 17, 2002).

- **Relevant Labor Force:** The source from which an agency draws or recruits applicants for employment or an internal selection such as a promotion.
- **Section 501 Program:** The affirmative program plan that each agency is required to maintain under Section 501 of the Rehabilitation Act to provide individuals with disabilities adequate hiring, placement, and advancement opportunities.
- **Section 717 Program:** The affirmative program of equal employment opportunity that each agency is required to maintain for all employees and applicants for employment under Section 717 of Title VII.
- **Selection Procedure:** Any employment policy or practice that is used as a basis for an employment decision.
- **Special Recruitment Program:** A program designed to monitor recruitment of, and track applications from, persons with targeted disabilities.
- **Targeted Disabilities:** Disabilities that the federal government, as a matter of policy, has identified for special emphasis in affirmative action programs. They are: 1) deafness; 2) blindness; 3) missing extremities; 4) partial paralysis; 5) complete paralysis; 6) convulsive disorders; 7) mental retardation; 8) mental illness; and 9) distortion of limb and/or spine.
- **Technical Assistance:** Training, assistance or guidance provided by the EEOC in writing, over the telephone or in person.
- **Under representation:** Result of conditions in which the representation of EEO groups is lower than expected.

DATABASE NOTES

1. The data for this report reflects the organization as of 1 October YYYY. The HR database of record, the Defense Civilian Personnel Data System (DCPDS), was used to obtain the data. It is recognized that the HR database contains anomalies that affect data reporting. The variance didn't appear severe enough to affect the calculations.
2. Applicant pool dataset is not available, limiting conclusions on data tables.
3. Manifested Imbalances and Conspicuous Absences (MICA) are the correct terms required by federal rulings to describe the term "under representation". Manifested Imbalances indicate that although women and minorities are present, their representation is below the CLF. Conspicuous Absences refers to an absence of women and/or minorities.
4. Grade designations are the same ones used in DCPDS based on federal guidelines. Senior individuals are defined as those members of the Senior Executive Service or equivalent, such as all pay plans that start with an "E", or "I", pay plan "ST" and some positions in the "AD" category. Data for Pay plan "EX" are excluded.

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5. Because the HR data system has not been retooled to meet MD 715 requirements, and OPM has not issued an authorization for the retooling, many data points in the accompanying data tables will not consistently sum to the total Army workforce. This is especially true in the calculations for persons with disabilities. The reportable codes used by EEOC vary from those in the HR data system in that some codes were excluded. Because of this exclusion, many of the data tables will not sum to the total Army workforce. In addition, many of the tables that capture data on RNO groups, because of the variety of pay plans used in Army do not fit into the aspects of "GS" or "Wage Grade" equivalents. Therefore, many of those data points were excluded.

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Appendix B

[Data Tables](#)

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FEDERAL AGENCY ANNUAL EEO PROGRAM STATUS REPORT

Appendix C

Supporting Documents

[There are no Supporting Documents.](#)